



South Northamptonshire Council

**BUILDING REGULATIONS
FULL PLANS
SUBMISSION**
The Building Act 1984
The Building Regulations 2000

Springfields TOWCESTER Northants NN12 6AE
Tel: 01327 322 322 Fax: 01327 322270 DX: 16938
www.southnorthants.gov.uk
E-mail : building.control@southnorthants.gov.uk

*This form is to be filled in by the applicant or agent.
Please read the notes on the reverse side. Please use block capitals.
Please send this form to Building Control at the above address*

1	Applicant's details (see note 1) Name: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____ email: _____
2	Agent's details (if applicable) Name: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____ email: _____
3	Location of building to which work relates Address: _____ Postcode: _____ Tel: _____ Fax: _____ email: _____
4	Proposed Work Description: _____
5	Use of building 1. If new building or extension please state proposed use: _____ 2. If existing building state present use: _____ 3. Indicate if the building is a workplace that will be subject to provisions of the Regulatory Reform (Fire Safety) Order 2005 (see note 6) YES / NO
6	Conditions (see note 7) Do you consent to the plans being passed subject to conditions where appropriate? YES / NO
7	Fees (see SEPARATE Guidance Note on Fees for information) 1 If Table A work please state total number of dwellings and type - Total: _____ Type : _____ 2 If Table B work please state floor area: _____ m ² 3 If Table C work please state the estimated cost of work excluding VAT: £ Plan fee : £ _____ plus VAT : £ _____ Total : £ _____
8	Electrical Works in/to a Domestic Dwelling Please indicate whether you will be using a Registered Part P Electrical Installer YES/NO
9	Statement This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee. I understand that further fees will normally be payable following the first inspection by the local authority. Name: _____ Signature: _____ Date: _____

1 The applicant is the person on whose behalf the work is being carried out, eg the building's owner.

2 One copy of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14.

Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans which demonstrate compliance with the requirements should be deposited.

3 Subject to certain exceptions a Full Plans Submission attracts fees payable by the person by whom or on whose behalf the work is to be carried out. Most fees are payable in two stages. The first fee must accompany the deposit of plans and the second fee is payable after the first site inspection of work in progress. The second fee is a single payment in respect of the relevant work to cover all site visits and consultations which may be necessary until it is satisfactorily completed.

Schedule 1 prescribes the plan and inspection fees payable for small domestic buildings. Schedule 2 prescribes the fees payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Schedule 3 prescribes the fees payable for all other cases.

The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request.

4 Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the appropriate authority.

5 ELECTRICAL WORK carried out in 'dwellings' must be notified to the Local Building Control body. **The notification must be made before work starts**, unless it is to be carried out by a '**Competent Person**' who is on an **Approved Register** and who is capable of 'self-certifying' their own work. The changes to the Building Regulations are contained in Electrical Safety in an Approved Document P-Electrical Safety.

Compliance with this Approved Document will be achieved, if the standard of the electrical work involved, is such that it complies with the fundamental Requirements of Chapter 13 of BS7671:2001.

6 The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are 'workplaces' and imposes a duty on the responsible person to comply with its requirements.

7 Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited.

8 These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2000 and, in respect of fees, in the Building (Local Authority Charges) Regulations 1998.

9 Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.

10 Further information and advice concerning the Building Regulations and planning matters may be obtained from your local Authority.

Data Protection Act 1998

The personal information which you supply to the Council will be stored by it either on a computer or in a manual file. This information, or data, is subject to the provisions of the Data Protection Act 1998 and South Northamptonshire Council is the data controller for the purposes of that Act. Although your personal data is being obtained for the purposes of this Building Regulation application the Council may from time to time use it for other purposes related to the Council's activities as a local authority. If you do not wish the Council to do this please write to The Team Leader Building Control, South Northamptonshire Council, Springfields, Towcester, NN12 6AE